



# ***Manager's Report***

***For Council Meeting 9/11/01***

## **FINANCE**

Listed below are the new businesses licensed during this period:

<b><u>Business Name</u></b>	<b><u>Address</u></b>	<b><u>Business Type</u></b>
Falzarano Mowing & Lawn Care	321 Catoctin Cr SW	Lawn Care
Heidie's Antiques	1 Loudoun St SE	Retail – Antiques
Heritage Real Estate Services	312 Dry Mill Rd SW	RE Consulting
Hypnotic Improvements	305 Harrison St SE Suite C	Hypnotherapy
Image Matters	105 S King St	Marketing Consulting
Joe's "Honey Do" Service	220 Roanoke Dr SE	Handyman Service
Loudoun Habitat For Humanity	107 Harrison St NE	Contractor
Lunar Design	805 Marshall Dr NE	Graphic Design
Noel, Ann	222 S King St	Visual Artist
Plan On It!	267 Shirley Sq SE	Event Planning
Primedia History Group	741 Miller Dr SE # D-2	Living History Events
R & R Trucking	807 Edwards Ferry Rd NE	Hauling
Ronald Ray DDS PC	230 Fort Evans Rd NE	Family Dentistry
SLH Realtor LLC	9 N King St	Real Estate Office

## **HUMAN RESOURCES**

Pursuant to Section 4-3 of the Town Charter, the following personnel actions have occurred since the last report:

<b><u>New Hires</u></b>	<b><u>Position</u></b>	<b><u>Department</u></b>
John Burfiend	Police Officer	Police
Earl Jones	Police Officer	Police
John Pearson	Police Officer	Police
Uldarico Peregrino	Police Officer	Police

  

<b><u>Resignations</u></b>	<b><u>Position</u></b>	<b><u>Department</u></b>
Barbara Markland	Administrative Associate II	Parks and Recreation
Michael Tompkins	Director of Planning and Zoning	Planning and Zoning

  

<b><u>Transfers</u></b>	<b><u>New Position</u></b>	<b><u>Department</u></b>
Judy Weber	Administrative Associate II	Parks and Recreation

**PLANNING AND ZONING****Current Planning Division Activity****Plans accepted for review during the period August 6, 2001 through August 30, 2001**

- IPCO Parcel B-10, Sketch Plan, Subdivision into Two Lots - Delane Parks
- Toll House Plaza, Sketch Plan, Add and Additional Pad site for a commercial Building-Delane Parks
- Main Street Program, Exploratory Towns Team, Ongoing, Nick A. Colonna, Marantha Edwards, Mayor Webb,
- Annexation Study, Received August 3, 2001 Due to be Submitted to Consultants -Planning Staff
- Zoning Ordinance Update, Brian Boucher
- Battlefield Parkway Shopping Center, remodeling of Hechinger's-Nick A. Colonna
- Potomac Crossing Section 10, Rough Grading Plan, John Johnston
- Edwards Landing Phase IV, Rough Grading Plan, Nick A. Colonna
- Edwards Landing Phase IV, Construction Drawing, 37 Townhomes, 2nd Submittal, Nick A. Colonna
- Edwards Landing Phase 2B, Rough Grading Plan, Nick A. Colonna
- Sycolin Road Improvement, Construction Drawings, Delane Parks
- Kincaid Forest section 4B, Inserts for approved construction Drawings, Nick A. Colonna/John Johnston
- Stratford Ryland, Lake Facility, Construction Drawings, Delane Parks
- Potomac Crossing/Battlefield Parkway Phase III Road Improvements, Construction Drawings, Floodplain Alteration Plan, Nick A. Colonna

**Plans reviewed or completed during the period August 6, 2001 through August 30, 2001**

- Potomac Station Section 10, Final Plat, 1<sup>st</sup> submission, - Delane Parks
- Stratford Ryland Sanitary Sewer Relocation- Delane Parks
- Potomac Station, Section 8H Final Plat and Deed, Conditional Approval- Delane Parks
- Chelsea Outlet Mall, Boundary Line Adjustment for Middleburg Bank, Conditional Approval, Nick A. Colonna
- Edwards landing Section 3, 1<sup>st</sup> Submittal, 108 Signal Family Homes, Nick A. Colonna
- Edwards landing Phase 2A, Final Plat, Conditional Approval-Nick A. Colonna
- The Hamlet at Leesburg, Final Plat, Conditional Approval -Nick A Colonna
- The Hamlet at Leesburg, Construction Drawings, 2<sup>nd</sup> Submission-Nick A. Colonna
- Leesburg Executive Airport, Runway Improvements, Conditional Approval-Delane Parks
- Hampton Inn, Final Submission, Preliminary Plan, Conditionally Approved- Nick A. Colonna
- Hawkins Property, Preliminary/Final Plat, Construction of Office Space, Conditional Approval to Department of Engineering- Nick A. Colonna
- Edwards Landing 2B, Final Plat, Conditional Approval-Nick A. Colonna

**Comprehensive Planning Division Activity (regarding Rezoning and Special Exceptions) thru August 31, 2001****Rezoning:**

- Potomac Crossing Concept Plan and Proffer Amendment, and Town Plan Amendment: Vote postponed at July 10, 2001 Town Council post public hearing meeting to the September 11, 2001 meeting. Action expected on that date. Will go to Town Council work session September 10, 2001. Randy Hodgson
- Catoctin Square: This case proposes a rezoning from B-2 to R-22, to allow for the construction of 176 apartment units. The property involved is located off of Catoctin Circle behind the Kmart/Giant shopping center on Market Street and Edwards Ferry Road. Scheduled to go to the Planning Commission post public hearing meeting September 6, 2001. Action expected at this meeting. Randy Hodgson
- Hawkins: This case proposes a rezoning from I-1 to R-16, to allow for the construction of 36 townhouse units. The property involved is located adjacent to the Fox Chapel Condominiums and the Route 15 Bypass. This case did not go to the August 2, 2001 Planning Commission meeting. It is currently in review process by staff and is not scheduled for meetings. Randy Hodgson
- Tavistock: This case proposes changes to the original concept plan regarding rear setbacks, to allow for the construction of decks behind the townhouses. The property involved is located in the Tavistock Farms development. Scheduled to go to the Planning Commission for briefing September 20, 2001 and to Planning Commission for public hearing October 4, 2001. Randy Hodgson
- Leesburg Airport Corporate Park: This case proposes a rezoning from I-1 to MA, to allow for airport expansion. The property involved is located off of Sycolin Road and Miller Drive. This case is currently in the review process by staff and meetings have not yet been scheduled. Randy Hodgson

**Special Exceptions:**

- Khalid, Rise and Shine Day Care: Planning Commission voted to recommend approval of staff's recommendation and suggested conditions. Went to the Town Council meeting August 13, 2001 for preview. Is scheduled to go to worksession September 10, 2001 and public hearing September 11, 2001. Nancy Costa

**ZONING PERMITS 01-1175 – 01-1280****NEW CONSTRUCTION RESIDENTIAL**

Potomac Crossing 4 SFD @ \$105,000

Potomac Station 14 SFD @ \$105,000

Kincaid Forest 2 SFD @ \$100,000

4 SFA @ \$126,000

Beauregard Estates 1 SFD @ \$125,000

Stowers/Evergreen Mills 2 SFD @ \$100,000

Woodlea Manor 1 SFD @ \$100,000

**NEW CONSTRUCTION COMMERCIAL**

101 Blue Seal Drive SE

Tenant Fix up – Airport Commerce Park \$8,500.00

908 Trailview Blvd. Interior Fix up \$3,200.00

22 Fairfax Drive S.E. Tenant Fix Out \$50,000.00

224 Cornwall Street NW Alterations to the Interior of Loudoun Hospital Center

36-C Catoctin Circle S.E. Interior Fix up VA Village Shopping Center \$2,000.00

21 Catoctin Circle Repair Fire Damage \$12,000.00 Loudoun Motor Sports

**OCCUPANCY PERMITS RESIDENTIAL**

Potomac Station 7 SFD

8 SFA

Sycamore Hills 4 SFA

Evergreen Mills 2 SFD

Woodlea Manor 3 SFD

Tavistock Farms 2 SFD

2 SFA

Potomac Crossing 3 SFD

Drymill 2 SFD

Beauregard Heights 1 SFD

Evergreen Meadows 1 SFD

501 Constellation Square Gateway Condominiums

501-A to 501-L Gateway Condominiums

**OCCUPANCY PERMITS COMMERCIAL**

14 Cardinal Park Drive SE Surplus Storage-Loudoun County

222 South King Loudoun Academy of the Arts

241 Fort Evans Road Smithsonian Museum Stores

470 Evergreen Mill Rd. School Loudoun County

906 Trailview Blvd. SE Leesburg Office Building

210 Gibson Street NW Water Treatment Plant Town of Leesburg

**UTILITIES****Water & Sewer Administration****Evergreen Mill Road Sewer**

The contractor for the new Heritage High School commenced construction of the water and sewer extensions along Evergreen Mill Road this period. Once the line is completed and accepted, we will proceed with the connection of the Phillips property.

**Water Supply Division****Capital Projects Update**

**Water Treatment Plant Upgrade to 10 MGD**

The contractor is performing the following operations:

- Conducting electrical operations
- Performing painting and special coating applications
- Control system configuration and equipment calibrations are in progress
- Laboratory is approximately 98% complete

**WTP Expansion Project Status**

Dollar value complete 97.9 %      Time Elapsed 137 %

The contractor continues to be approximately 222 days behind schedule.

Project substantial completion date was December 28, 2000. No time extension has been agreed upon, therefore, liquidated damages are being withheld at a rate of \$1000.00 per day.

**Water Pollution Control Division****Capital Projects****BNR Project**

- Construction value is 96 % completed, construction cost to date is \$5,630,372 with current construction cost at \$5,853,670 (\$67,559 in change orders and \$180,372 received in the tender agreement).
- Final completion was not achieved by the extended date of July 22, 2001 agreed upon in the Tender Agreement, and the town has been making the following assessments against the BNR Tender Agreement Escrow Account:
- All engineering services related to this extension since May 9, 2001 (\$32,814 through 7/31/01)
- Miscellaneous town expenses at a fixed rate of \$500 per day since July 22, 2001 (\$4500 through 7/31).
- These assessments will continue, along with any DEQ penalties, until final completion is achieved in approximately 3 weeks.

**BMU Project**

- Construction value is 83 % complete. Construction cost to date is \$8,170,341 with current construction cost at \$9,887,189 (\$6,204 in change orders and \$455,985 received in the tender agreement).
- Construction is approximately 2 weeks behind the extended completion date of September 14, 2001, and the began making assessments against the BMU Tender Agreement Escrow Account for all engineering services related to this extension since June 25, 2001 (\$13,203 through 7/31).

**Grant and Loan Status**

- Grant Funds received to date: \$6,207,319 with an approved balance of \$280,415 and approximately \$127,600 in additional grant eligible costs. As reported in May, available VWQIF funding will not allow complete reimbursement of grant requests and a portion of all requests will be deferred until funds are available. The 50% reimbursement anticipated at that time has increased to 65% and may be as high as 85% if the Secretary of Natural Resources allows the interest earned on the point source allocation of VWQIF funds to be transferred into the VWQIF and used solely for point source reimbursements.
- Loan funds received to date: \$10,682,071 with a balance of \$317,929, which will be completed with the August disbursement request.

**Utility Lines Division****Training**

Held H.P.O. (High Performance Organization) training with all employees of the Utility Lines Division. The concept was well received and the employees appeared excited about the training.

Full-time Positions being recruited as of August 10, 2001

Department	# Vacs	Position Title	Date of Vacancy	Ad Placed	Apps Rcvd	Prelim Interview	Final Interview	Offered	Reject
<b>Executive</b>	1	Executive Associate I	8/6/01	√	√				
<b>Econ Dev</b>	1	Econ Dev Director	5/7/01	√	√	On hold			
	1	Admin Secretary	3/9/01	√	√	On hold			
<b>Eng &amp; PW</b>	1	Asst Supt - Buildings	1/24/01	√	√	√	√	√	√
	1	Asst Supt - Streets	7/1/01	√	√				
	1	Engineer I – Spec Projects	1/24/01	√	√	√			
	1	Inspector Supervisor	5/22/01	√	√				
<b>Finance</b>	1	Purchasing Associate	7/1/01	√	√	√	√	√	√
	1	Managmt/Budget Analyst	6/25/01	√	√	√			
<b>Parks &amp; Rec</b>	1	Front Desk Supervisor	7/1/01	√	√				
<b>Personnel</b>	1	Human Resources Director	7/1/01	√	√				
<b>P&amp;Z</b>	1	Director of P&Z	8/4/01	On hold					
	1	Planner	7/1/01	√	√				
<b>Police</b>	1	Police Records Associate	7/9/01	√	√	√	√	√	
	2	Communications Tech I	8/1/01	√					
<b>Util Lines</b>	2	Util Maint Worker II	7/1/01	√	√				
	1	I/I Technician	7/1/01	√	√				
<b>TOTAL</b>	19								

R. S. Noe





**TOWN OF LEESBURG**

Full-time Positions being recruited as of July 20, 2001

R. S. Noe